

Family Development and Self-Sufficiency (FaDSS) Activity Report

Instructions

Submission Requirements:

The FaDSS Activity Report is to be submitted to the Department of Human Rights, FaDSS Program Manager by September 1 following the end of the program year. If September 1 falls on a weekend or holiday the report is due the following Monday. The original (no additional copies) is to be mailed or e-mailed to:

FaDSS Program Manager
Division of Community Action Agencies

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Department of Human Rights
Lucas State Office Building, 2nd floor
Des Moines, Iowa 50319

PAGE ONE- FaDSS ANNUAL ACTIVITY REPORT

GRANTEE

Enter the grantee name as it appears in the FaDSS Contract.

ACTIVITY REPORT FOR YEAR ENDING

Enter the program year for which the information is being reported. All data is collected year-to-date for the program year beginning July 1 through June 30.

ENROLLMENT DATA

PROGRAM ENTRY/EXIT

- A. **Referrals:** Provide the number of referrals received from PROMISE JOBS, DHS, any other third party source and the DHS FIP List. Do not include all names from the DHS FIP List; only include those that you actively engage (letter, phone call, etc).
- B. **Offers of Service:** Provide the number of offers of service you were able to extend to families. An offer of service is the ability to communicate with a family to explain the program and get the family to commit or decline services. For those families that remained on the waiting list during the current fiscal year or those that were no longer eligible for services when being removed from the list would not be include.
- C. **ENROLLMENT OF PARICIPANTS (INITIAL):** Enter the number of families that enrolled in your FaDSS program during the program year. These are families who are entering your program for the first time. (If they were involved in the FaDSS program of another grantee, they are initial enrollees in your program and should be entered here.)
- D. **RE-ENROLLMENT OF PARTICIPANTS:** Enter the number of families who had previously been served by your FaDSS program, exited and have newly re-enrolled during the program year. NOTE: If a family enters your program twice, they will be entered once in this row and once in the enrollment row. If a family enters your FaDSS program three times, they will be entered twice in this row.
- E. **EXITS OF INITIAL ENROLLEES:** Enter the number of families who are ending their first/initial enrollment period in your FaDSS program and for which an exit form was completed and forwarded to DHR during the program year.

- F. **EXITS OF RE-ENROLLEES:** Enter the number of families exiting from your FaDSS program during the program year, who had previously exited FaDSS and re-entered. NOTE: If a family has entered your FaDSS program three times and exited your FaDSS program three times, they will be reported here twice.

REFERRAL SOURCES

- A. PJ worker. These are referrals directly from the PROMISE JOB worker.
- B. Other PJ activities. These include activities such as Orientation, and other PJ classes.
- C. Self referrals. These are from the family directly. These also include families who come in and say the PJ worker is referring them.
- D. Referrals from within your agency. Include referrals from any other program within your agency.
- E. Other outside referrals. These include referrals from outside agencies, such as DHS IM or Protective Services, Mental Health Centers, Domestic Violence shelter, Family members of the person being referred and others.

TOTAL FAMILIES SERVED DURING THE PROGRAM YEAR

Enter the total number of families your program served during the program year. Total Families Served is equal to your programs active families on June 30 of the previous program year and the total number of enrollments during the current program year. This number may be calculated using the FaDSS Web Based System.

ACTIVITIES

- A. **Home Visits-** Report the number of face to face visits made by the Family Development Specialist in the family home. It is expected that during home visits major FaDSS interventions discussed in the application be completed (e.g., goal setting, comprehensive assessment, and personal support). Report this information for the program year.
- B. **Other Visits of Home Visit Quality-** Report the number of face to face visits made by the Family Development Specialist in any other location than the family home. These visits may be at the office or at any other location. It is expected that during these personal visits major FaDSS interventions discussed in the application be completed (e.g., goal setting, comprehensive assessment, and personal support). Report this information for the program year.
- C. **Total of A + B –** Report the total by adding together column A and B.

FIP COST SAVINGS FOR EMPLOYED FAMILIES:

The following information for FIP Cost Savings of Employed Families includes duplicated figures. People in one program year can be reported in subsequent program years. Only include families with employment during the program year.

- A. Total Wages Earned by those employed (while in FaDSS), during the program year: Enter the total amount of wages earned by employed families (while in FaDSS) served during the program year. This includes any wages earned that were reportable for FIP.
- B. Scheduled FIP for those employed (while in FaDSS), during the program year: Enter the total amount of FIP (while in FaDSS) the employed families would have received during the program year if not receiving wages from employment. Please include anyone who was employed and in the transition phase of FaDSS. This will also include anyone who was employed and has received a Limited Benefit Plan (LBP). Do not include any families that were not employed during the program year. Do not include families that have had a reduction of FIP due to other increases such as SSI or Child Support.
- C. Actual FIP Received by those employed (while in FaDSS), during the program year: For all families in which wages are reported during the program year, enter the total amount

of FIP they actually received during the program year. Do not include any families that were not employed during the program year. Do not include families that have had a reduction of FIP due to other increases such as SSI or Child Support.

- D. Savings in FIP, in this program year: This line is a subtraction of line C from line B, and is calculated and entered automatically

Activity/Outcomes

FOR THE FOLLOWING OUTCOMES PLEASE USE THE FOLLOWING DEFINITIONS:

Families: Household enrolled in the FaDSS program.

Head of Household or Other Adult Member: The Head of Household should be the same person that was declared the Head of Household on the FaDSS Profile. The FIP grant will be in this person's name.

Other Adult Member: The Other Adult Member is most likely a co-habiting significant other of the Head of Household joined by marriage and/or children and/or relationship with Head of Household.

Child(ren): Child(ren) related to a family enrolled in the FaDSS program and living in the family home. Children may be of any age unless noted otherwise as long as they are the children of the head of the house hold or the other adult. These children need to be listed in the family information section of the profile.

Individuals: Individual members of the family enrolled in the FaDSS program.

Developmental

Families are consistently accessing appropriate treatment

Mental Health

Number of Adults with Substantiated Mental Health Issues, by Family Declaration/Diagnosis

For the program year, report the total number of adults with substantiated (by family declaration or medical diagnosis) mental health issues.

Number of Adults Accessing Necessary and Appropriate Treatment

For the program year, report the total number of adults accessing appropriate treatment for mental health issues. Examples of appropriate treatment may be seeing family doctor and taking appropriate medication as prescribed, seeing a psychiatrist/ psychologist, attending therapy at the mental health clinic.

Number of Children with Substantiated Mental Health Issues, by Family Declaration/Diagnosis

For the program year, report the total number of children with substantiated (by family declaration or medical diagnosis) mental health issues.

Number of Children Accessing Necessary and Appropriate Treatment

For the program year, report the total number of children accessing appropriate treatment for mental health issues. Examples of appropriate treatment may be seeing family doctor and taking appropriate medication as prescribed, seeing a psychiatrist/ psychologist, attending therapy at the mental health clinic.

Substance Abuse

Number of Adults with Substantiated Substance Abuse Issues, by Family Declaration/Diagnosis

For the program year, report the total number of adults with substantiated (by family declaration or medical diagnosis) substance abuse issues.

Number of Adults Accessing Necessary and Appropriate Treatment

For the program year, report the total number of adults accessing appropriate treatment for substance abuse issues. Examples: Seeing a substance abuse counselor, AA/NA, in patient or outpatient treatment, following court orders pertaining to the substance abuse issue.

Number of Children with Substantiated Substance Abuse Issues, by Family Declaration/Diagnosis

For the program year, report the total number of children with substantiated (by family declaration or medical diagnosis) substance abuse issues.

Number of Children Accessing Necessary and Appropriate Treatment

For the program year, report the total number of children accessing appropriate treatment for substance abuse issues. Examples: Seeing a substance abuse counselor, AA/NA, in patient or outpatient treatment, following court orders pertaining to the substance abuse issue.

Chronic and Acute Physical Illness

Number of Adults with Substantiated Chronic or Acute Physical Illness Issues, by Family Declaration/Diagnosis

For the program year, report the total number of adults with substantiated (by family declaration or medical diagnosis) chronic or acute physical illness issues. Adult may have chronic or acute physical illness if they have applied for SSI, have work excuse from doctor, have a PROMISE JOBS waiver, and are involved with Vocational Rehabilitation.

Number of Adults Accessing Necessary and Appropriate Treatment

For the program year, report the total number of adults accessing appropriate treatment for chronic or acute physical illness issues. Examples of treatment may include but is not limited the following activities, working with Vocational Rehabilitation, following through with SSI application process, following doctor treatment orders, gaining employment within the work restrictions that they have.

Number of Children with Substantiated Chronic or Acute Physical Illness Issues, by Family Declaration/Diagnosis

For the program year, report the total number of children with substantiated (by family declaration or medical diagnosis) chronic or acute physical illness issues.

Number of Children Accessing Necessary and Appropriate Treatment

For the program year, report the total number of children accessing appropriate treatment for chronic or acute physical illness. Examples of treatment may be parent is following through with SSI application process and following doctors treatment orders.

Head of the household and/or other adult have completed (are engaged) in activities to strengthen and enhance their family.

Domestic Violence

Number of Families Experiencing Domestic Violence

For the program year, report the total number of families that have experienced (by family declaration or professional diagnosis) domestic violence issues.

Number of Families Accessing Necessary and Appropriate Assistance

For the program year, report the total number of families accessing necessary and appropriate assistance for domestic violence. Examples would be following their PROMISE JOBS Safety plan, having a safety plan that has been created with a professional, attending support groups, attending one on one counseling with a mental health professional and have a no contact order if that is an appropriate step to take.

Children

Number of children (0-5) served during the year

For the program year, report the total number of children that were 0-5 during the year.

Number of children (0-5) Enrolled in Early Childhood Education Programs

For the program year report the number of children between ages 0 and 5 who were enrolled in an early childhood education program. Examples include: Head Start, Early Head Start, Shared Vision, child care centers and preschool with an early childhood education component.

Number of Households Involved in Their Children's Formal Education

Enter the number of households involved in the education of their children during the program year. This is tracking involvement of parents in formal education programs, including public education, Head Start, Early Head Start, child care centers and/or homes with an education component. This includes such things as attending parent/teacher conferences, attending open houses, assisting with home work, volunteering at school, and/or participation or attendance at other school functions.

Head of the household and/or other adults have increased their education level

GED/High School

Number Involved:

For the program year report the total number of Heads of Household, Minor Parents, and Other Adult members of the household that are involved in GED or High School at some point during the program year.

Number Completing GED/HS:

For the program year report the number of Heads of Household, Minor Parents, and Other Adult members of the household that were involved in GED/HS and completed a GED or High School during the program year.

Less than a Two Year Education Program (Certificate or Degree)

Number Involved:

For the program year report the total number of Head of Households and/or Other Adult members of the household that are involved in less than a two year degree program. Examples include: CNA, truck driver, office management, dental assistance, phlebotomist, and cosmetologist.

Number Completed:

For the program year report the total number of Heads of Household and/or Other Adult members of the household that complete a less than two year education program.

Two Year Education Program

Number Involved:

For the program year report the total number of Heads of Household and/or Other Adult members of the household that are involved in a two year degree program. This would be an associate of arts or associate of science.

Number Completed:

For the program year report the total number of Heads of Household and/or Other Adult members of the household that complete a two year degree program.

Four Year Education Program**Number Involved:**

For the program year report the total number of Heads of Household and/or Other Adult members of the household that are involved in a four year degree program.

Number Completed:

For the program year report the total number of Heads of Household and/or Other Adult members of the household that complete a four year degree program.

Head of Household and/or other adult have advanced their pre-employment skills and employment skills

Number of Households Involved in Activities to Increase Work Preparedness

For all families served during the program year, enter the number of households who were involved in FaDSS activities designed to increase work preparedness skills. This may include groups or one on one activities that your FaDSS program provides; such as completion of a resume, complete a mock interview, job fair, assistance with job application, provide job leads, and/or other activities designed to increase work preparedness skills.

Number of Part-Time

For the program year report the total number of Heads of Household and/or Other Adult members of the household that are employed part time at some point during the year. If a person holds multiple part time jobs at the same time during the year then you may count each part time job in this category. For instance if the Head of Household is employed 20 hours a week at company X and 15 hours a week at company Y then you may count them as holding two part time jobs. If a person held two part time jobs at two different points in the year you would count them only one time. For instance if a Head of Household is employed at company X for two weeks and then is fired and is subsequently hired at company Y you would only count them one time.

Full-Time

For the program year report the total number of Head of Households and/or Other Adult members of the household that is employed full time at some point in the program year. Full time is considered 32 hours or more. This is to be consistent with the participation rate for PROMISE JOBS. If a person holds multiple full time jobs at the same time during the program year than you may count each full time job in this category. If a person is working one full time job and one part time job, you may count them in both categories. If a person held two full time jobs at two different points in the program year you would count them only one time. For instance if a Head of Household is employed at company X for two weeks and resigns and is hired at company Y you would only count them one time. We want to capture an as accurate as possible snapshot of how many people are working how many different jobs at one time during the program year.

Total Employed During the Year

Enter the total number of Heads of Household and/or Other Adult members of the household that are employed during the year. These are unduplicated numbers. You can only report an individual one time during the program year for this item. For instance, if a Head of Household is reported as being in part-time employment and full-time employment above, they are only counted once as being employed during the program year.

